

# MEMORANDUM

Agenda Item No. 11(A)(7)

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**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

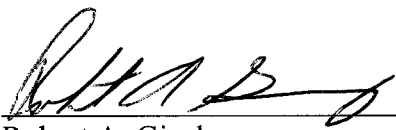
**DATE:** June 7, 2005

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Resolution authorizing the  
provision of in-kind services  
for the Eleventh Inter-American  
Conference of Mayors

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The accompanying resolution was prepared and placed on the agenda at the request of Sen. Javier D. Souto.

  
Robert A. Ginsburg  
County Attorney

RAG/jls



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** June 7, 2005

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(7)

Please note any items checked.

\_\_\_\_\_ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised

\_\_\_\_\_ 6 weeks required between first reading and public hearing

\_\_\_\_\_ 4 weeks notification to municipal officials required prior to public hearing

\_\_\_\_\_ Decreases revenues or increases expenditures without balancing budget

\_\_\_\_\_ Budget required

\_\_\_\_\_ Statement of fiscal impact required

\_\_\_\_\_ Bid waiver requiring County Manager's written recommendation

\_\_\_\_\_ Ordinance creating a new board requires detailed County Manager's report for public hearing

\_\_\_\_\_ Housekeeping item (no policy decision required)

\_\_\_\_\_ No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No. 11(A)(7)

Veto \_\_\_\_\_

6-7-05

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE PROVISION OF  
COUNTY IN-KIND SERVICES FOR STAFF SUPPORT,  
SECURITY, EQUIPMENT AND TRANSPORTATION  
SERVICES IN SUPPORT OF THE ELEVENTH INTER-  
AMERICAN CONFERENCE OF MAYORS TO BE HELD JUNE  
20-23, 2005 TO BE FUNDED FROM THE COUNTYWIDE IN-  
KIND RESERVE FUND

**WHEREAS**, the Eleventh Inter-American Conference of Mayors will be held in Miami-  
Dade County on June 20-23, 2005; and

**WHEREAS**, the conference will further strengthen the role of local government officials  
in providing leadership on the major issues common to the Western Hemisphere; and

**WHEREAS**, the conference is expected to draw several hundred legislative and  
executive officials from city, regional, and national government in the Americas and interested  
parties from private and non-governmental organizations throughout the Americas; and

**WHEREAS**, this Board desires to provide County in-kind services to ensure a successful  
conference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes  
the provision of County in-kind services not to exceed \$23,500.00 for staff support, security  
equipment, and transportation services in support of the Eleventh Inter-American Conference of  
Mayors to be held June 20-23, 2005, as outlined in the attached budget incorporated herein by  
reference and Exhibit 1.

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The foregoing resolution was sponsored by Senator Javier D. Souto and offered by  
Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by  
Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Dennis C. Moss, Vice-Chairman	
Bruno A. Barreiro	Dr. Barbara Carey-Shuler
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorrian D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 7<sup>th</sup> day of June, 2005. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

DDC

Diamela Del Castillo

MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY  
ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

Special Events Staff  
Communications Department  
111 N.W. 1<sup>st</sup> Street, Suite 2510  
Miami, FL 33128

Phone: (305) 375-2836  
Fax: (305) 375-3968

Type of Event/Application (select one of the following):

- ☐ District Event - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- ☐ Small Event - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- ☐ Special Event - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, date and submit form no later than 60 days prior to event date.)
- ☐ Major Event - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

Full legal name of the requesting organization: Institute for Public Management & Community Service / Florida International University

2. Applicant Status: (Select one of the choices below)

- ☒ Not-For-Profit or Tax Exempt ☐ Local Government or Public Entity
- ☐ For-Profit
- ☐ County Sponsored Event/Sponsoring Department \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Dr. Allan Rosenbaum – Director, and/or Cristina A. Rodriguez-Acosta – Deputy Director of Institute for Public Management – University Park Campus – TC 30 - Miami FL 33199

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Staff Support; Security; Transportation; Equipment; Printing

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The XI Inter-American Conference of Mayors and Local Authorities. June 21-23, 2005. The goal of the Conference will be to help in the strengthening of democracy in the Hemisphere by providing local leaders of the Americas, and all those interested in local governments, the opportunity to discuss common issues and share different experiences in order to learn from each other. We are planning to dedicate sessions to major issues of concern in the Hemisphere. General topics to be discussed at the "Eleventh Inter-American Conference of Mayors and Local Authorities" will include: democracy and citizen participation, environment, local economic development, trade relations, gender, and social policy: health, education and housing. Various plenary sessions, panels and workshops will be organized on these issues.

6. Please select ALL that apply to event:

- ☒ Economic Development: Event supports vitality or growth of the local economy
- ☒ Youth/Education: Event benefits youth of any age and/or offers educational benefits
- ☐ Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community
- ☐ Arts and Culture: Event supports music, theatre, literature, art or culture
- ☐ Environmental: Event benefits environmental concerns or promotes conservation
- ☐ Sports and Athletics: Event supports/promotes organized sports or recreational participation


7. Physical address of event venues (please specify Commission District(s)): Radisson Hotel Downtown Miami, 1601 Biscayne Blvd.

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MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION

8. Description of regional or local impact: This Conference will once again reinforce the image of Miami-Dade County and its authorities as key resources in the strengthening of local government throughout the Americas, and as a center for academic/political discussion concerned with the building of democracy and the political future of the Hemisphere generally. Local economy also benefits as conference participants pay all of their expenses and often bring family members and spend extra days in the area.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): see attached agenda.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): N/A
11. Expected number of participants and estimated attendance (per day, if applicable): 450 to 550 people
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): see attached.

I hereby certify that all the statements made in this application are true and correct.

  
Signature of Authorized Representative

4/4/05  
Date

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**Exhibit 1**

**ELEVENTH INTER-AMERICAN CONFERENCE OF MAYOR  
JUNE 20-23, 2005  
IN-KIND BUDGET**

<b>Staff Support</b> (in-kind County Staff for Conference administration)	\$7,000
<b>Security</b> (two officers at hotel from 8am-10pm for three (2) days including supervision and traffic support at Vizcaya reception)	\$7,000
<b>Transportation*</b> (includes four buses to the Vizcaya reception, two buses and vans for airport hotel transfers, supervisory assistance, and Metrorail passes for conference participants)	\$7,000
<b>Equipment</b> (copy machines, faxes, computers)	\$2,000
<b>Printing</b> (tickets for meal events and Vizcaya Reception)	<u>\$ 500</u>
Total In-Kind Budget	\$23,500

\*Based on last year's conference events. This year's events will be similar in scope

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BUDGET SHEET				DSRT #:	
Principal Investigator/Project Director: Dr. Allan Rosenbaum				Account #:	
Agency: Miami-Dade County		Duration: 10/1/2004 to 09/30/2005			
Object Codes	A. Senior Personnel: PI/PD, Co-PI's, Faculty and other Senior Assoc. (List each separately with title; For A.6 show number in brackets)	12 month	9 month	Summer	Total
	1. Allan Rosenbaum	\$ -	\$ 1,861.00		\$ 1,861.00
	Fringe benefits for Senior Personnel listed in number 1	\$ -	\$ 511.78	\$ -	\$ 511.78
	2. Cristina A. Rodriguez-Acosta	\$38,560.00	\$ -	\$ -	\$ 38,560.00
	Fringe benefits for Senior Personnel listed in number 2	\$10,604.00	\$ -	\$ -	\$ 10,604.00
	3. Program Assistant (to be appointed)	\$17,620.00	\$ -	\$ -	\$ 17,620.00
	Fringe benefits for Senior Personnel listed in number 3	\$ 4,845.50	\$ -	\$ -	\$ 4,845.50
	4.	\$ -	\$ -	\$ -	\$ -
	Fringe benefits for Senior Personnel listed in number 4	\$ -	\$ -	\$ -	\$ -
	5.	\$ -	\$ -	\$ -	\$ -
	Fringe benefits for Senior Personnel listed in number 5	\$ -	\$ -	\$ -	\$ -
	6.	\$ -	\$ -	\$ -	\$ -
	Fringe benefits for Senior Personnel listed in number 6	\$ -	\$ -	\$ -	\$ -
110000	TOTAL SENIOR PERSONNEL (1-6)				\$ 58,041.00
151000	Fringe Benefits for Section A				\$ 15,961.28
	B. Other Personnel (Show Numbers in Brackets) (OPS)				
	1. ( ) Overload for Senior Personnel				\$ -
	2. ( ) Other Professionals				\$ -
	3. ( ) Graduate Students				\$ -
	4. -2 Undergraduate Students				\$ 11,120.00
	5. ( ) Secretarial-Clerical (not allowed on federal grants unless the person will devote 100% of time requested from agency on this project)				\$ -
	6. ( ) Other				\$ -
121000	7. TOTAL OTHER PERSONNEL (1-6)				\$ 11,120.00
151002	Fringe benefits for section B at 7.65%				\$ 851.00
131300	Consultant Services (These do not have fringe benefits)				\$ -
	TOTAL SALARIES & WAGES (A+B)				\$ 69,161.00
	TOTAL OF FRINGE BENEFITS				\$ 16,812.28
	TOTAL SALARIES, WAGES, AND FRINGE BENEFITS				\$ 85,973.28
	C. Other Direct Costs				
230000	1. Publication Costs/Documentation/Dissemination/Printing/Reproduction				\$ 5,679.00
221001	2. Telecommunications Charges				\$ 7,230.00
225000	3. Postage				\$ 4,600.00
229000	4. Communication & Freight				\$ 500.00
132700	5. Computer Services/Time				\$ 299.72
341000	6. Educational Supplies				\$ -
391000	7. Data Processing Supplies				\$ -
399000	8. Other Materials and Supplies				\$ 818.00
139900	9. Subcontracts/Independent Contractors				\$ -
434000	10. Rentals				\$ -
350000	11. Food				\$ -
740000	12. Stipends Nontaxable				\$ -
	13. Tuition				\$ -
261001	14. Travel 1. In-state				\$ -
262001	2. Domestic				\$ 1,000.00
263001	3. Foreign				\$ 4,400.00
	15. If not included above, specify other category				\$ -
					\$ -
	TOTAL OTHER DIRECT COSTS				\$ 24,526.72
511000	D. Permanent Equipment & Books or other library resources (list item and dollar amount for each item exceeding \$1,000)				
513000					
	TOTAL PERMANENT EQUIPMENT				\$ -
	E. Total Direct Costs (A through D)				\$ 110,500.00
510012	F. Indirect Costs		Indirect Cost Rate		15.00%
			Indirect Cost Base		
	TOTAL INDIRECT COSTS				\$ 19,500.00
	G. Total Direct and Indirect Costs (E+F)				\$ 130,000.00



**DRAFT**

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***"Municipal Cooperation for Economic, Social and Democratic Development"***  
***Eleventh Inter-American Conference of Mayors and Local Authorities***  
Miami, FL - June 21 - 23, 2005 / Radisson Biscayne Bay Hotel

Sponsored by  
**The Government of Miami-Dade County**  
Organized by  
**Institute for Public Management and Community Service**  
**School of Policy and Management/College of Health and Urban Affairs/Florida International University**

**CONFERENCE OVERVIEW\***

**Monday, June 20**

3:00pm - 6:00 pm      Conference Registration at Radisson Biscayne Bay Hotel  
7:30pm - 9:00pm      Welcoming Reception at Radisson Biscayne Bay Hotel

**Tuesday, June 21**

7:30am - 12:00pm      Registration  
9:00am - 9:45am      **Welcome and Introductory Remarks**  
9:45am - 10:30am      **Keynote Address**  
10:30am - 11:00am      Break  
11:00am - 12:30pm      **Municipal, National and Private Sector Cooperation for Social and Economic Development**  
12:30pm - 2:00pm      Luncheon  
2:00pm - 3:30pm      **Municipal and Inter-Sectoral Cooperation for Democratic Development**  
3:30pm - 4:00pm      Break  
4:00pm - 5:30pm      **Local Governance in the International Arena: The Summit of the Americas Process**  
5:30pm - 6:30pm      **Microsoft Solutions for Local Governments - Special session organized by Microsoft**

**Wednesday, June 22**

8:00am - 12:00pm      Registration  
8:45am - 9:30am      **Plenary: Presentation and Methodology of Workshops**  
9:30am - 12:30pm      **Concurrent Workshops:**  
1.      **Workshop I**  
2.      **Workshop II**  
3.      **Workshop III**  
4.      **Workshop IV**  
5.      **Workshop V**  
12:30pm - 2:00pm      Free  
2:00pm - 4:30pm      **Concurrent Workshops:**  
1.      **Workshop I**  
2.      **Workshop II**  
3.      **Workshop III**  
4.      **Workshop IV**  
5.      **Workshop V**  
4:30pm - 5:30pm      **Day's Closing Plenary**  
8:00pm - 10:00pm      **Reception at Vizcaya Palace**

**DRAFT**

**Thursday, June 23**

8:30am - 10:00am      **Presentation of Best Innovative Practices**  
10:00am - 10:15am      Break  
10:15am - 11:45am      **Concurrent Panels**  
**Panel I: Civil Society and Municipal Government Collaboration**  
**Panel II: Accountability, Transparency and Municipal Leadership**  
11:45am - 1:00pm      **Closing Session and Approval of the XI Inter-American Conference Declaration**  
1:00pm - 2:30pm      Luncheon

**DRAFT**

**DRAFT**

**DRAFT**

# Memorandum



**Date:** June 7, 2005

**To:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of the County Manager.

**Subject:** Countywide In-Kind Reserve Request Recommendation

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The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide in-kind reserve balance allows for the funding of this request.

## Background

The Institute for Public Management and Community Service/Florida International University, a not-for-profit organization is requesting in-kind services for their XI Inter-American Conference of Mayors and Local Authorities scheduled for June 21-23, 2005.

In-kind services have been request in a total amount of \$23,500 from the following departments: International Trade Consortium for staff during conference, Miami-Dade Police for supervision and traffic support, Transit for transportation to various locations, ETSD for office equipment, and Communications for design and printing services of tickets. This event will be funded from the countywide in-kind reserve funds.

In FY 2004-05 Florida International University received \$130,000 (\$65,000 from the general fund and \$65,000 from the Seaport Promotional Fund) for the Inter-American Conference of Mayors.

inkind04105